

Quickguide for IMAP Enrollment

IMAP Candidates **and Mentors**

A. The IMAP candidate and the mentor must complete their data input before the school corporation can enroll them.

****School corporations:**

Step 1- Principals assign mentors to candidates.

Step 2- Disseminate TOLS registration information to mentors and candidates using part of the IMAP Enrollment Handbook

Step 3- It is strongly suggested that the corporations give the teachers and mentors a deadline well before October 1st for their registration in the TOLS system.

Step 4- Decide how the corporation IMAP enroller will get mentor and teacher matches from principals.

Step 5- If needed, later in the year, submit a change of mentor form

http://www.doe.state.in.us/dps/beginningteachers/IMAP_change-in_mentor.doc to Office of Educator Licensing and Development, 101 West Ohio Street, Suite 300, Indianapolis, IN 46204

If you have a Teacher Online Licensing System(TOLS) account

You can use that account for IMAP enrollment.

1. Log in to your account, update your contact information
2. Be sure to specify your employing school corporation and your school in your TOLS user account information

If you do not have a Teacher Online Licensing System(TOLS) account:

1. Go to Teacher Online Licensing System
<https://dc.doe.state.in.us/dpsweb/public/login.aspx>
2. On the login page, click Register
3. Sign Up For Your New Account

You will create your own user name

B. Next Step:

The school corporation enrolls IMAP candidates by October 1st.

C. Next Step:

After the school corporation enrolls the IMAP candidate, **both** the mentor and the candidate log in to their accounts and **accept** the mentor or **accept** the candidate.